

27 December 1982

MEMORANDUM

From: FAA Store Manager
To: Chief, Benefits and Services Division
Thru: Deputy Chief, BSD
Subj: Stolen merchandise

1. On 23 December 1982, a Schrade knife (part of registered set) was stolen from the FAA Store. The knife set was in a wooden box and sealed in plastic. Someone punched a hole in the plastic and removed it from the box.
2. The knife set was purchased from Frederick Trading Company and cost \$75.00.
3. Request permission to write-off as a loss.



APPROVED:



28 DEC 1982

DISAPPROVED:

22 December 1982

MEMORANDUM FOR THE RECORD

From: EAA Store Manager
To: Chief, Benefits and Services Division

Subj: Cash shortage

1. At the close of business on 20 December 1982, a shortage of \$11.26 was found in the cash count for the day in drawer A. I have carefully gone over the daily work sheet and counted the Cash Fund and a shortage does exist.
2. It is recommended that this shortage be excused.



APPROVED:

[Redacted signature]

Executive Officer, EAA

22 DEC 1982

DISAPPROVED:

Executive Officer, EAA